



Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

- POSITION TITLE:** Career Services Coordinator
Northland Career Center
- F.L.S.A:** Exempt
- QUALIFICATIONS:** Bachelor's degree or higher in a business related field, or human resources
Eligible for Missouri Career Services certificate
Career Education experience preferred
Strong computer skills; competence in Micro-Soft Office
Strong organizational and multi-tasking skills
Such alternatives to the above qualifications as the Board may find appropriate and acceptable
Desire to continue career improvement by enhancing skills and job performance.
- REPORTS TO:** Director of Northland Career Center
- TERMS OF EMPLOYMENT:** 10.5 months (213 Days), with benefits according to Board policy.
- JOB GOALS:** 1.To ensure the Career Center meets all state and federal accountability requirements by administering all aspects of the Career Center's student management system and submitting reports as required. 2. To promote and support career development by serving as a resource for students, potential employers, and staff.
- ESSENTIAL JOB FUNCTIONS:**
1. Maintains accuracy and integrity of the information in the student database.
 2. Maintains communication with central office, DESE, and other sending schools, for reporting Core Data, Perkins, MSIP, and other required state reporting.
 3. Prepares student grade reports and communicates with sending schools by utilizing district software for recording grades and finding student information.
 4. Independently, or as assigned, composes confidential and general correspondence.

5. Works collaborative with NCC instructional staff to create professional development experiences for all NCC Students (Including mock interviews)
6. Creates and manages work-based learning experiences for all students including but not limited to: extended shadows, internships, apprenticeships.
7. Performs advanced computer functions and utilizes smart boards, projectors and other instructional technology provided by the Career Center.
8. Attends meetings; participates in faculty and subject area committees.
9. Coordinates Award of Excellence interviews and the awards and graduation ceremony.
10. Maintains important data regarding NCC placement, work-based learning, and CTE certificate earners to be viewed by various stakeholders.
11. Communicates effectively with administrators, staff, students, parents and community members to maintain cooperative relationships.
12. Strives to improve professional competence through in-service education activities provided by the district and self selected professional growth activities.
13. Efficiently responds to questions of staff and community patrons.
14. Abides by Missouri statutes, and school board and administrations' policies and regulations.
15. Ability to work to implement the vision and mission of the district.

OTHER JOB FUNCTIONS:

1. Exhibits dependability and punctuality in assigned duties; has consistent and regular attendance.
2. Adheres to good safety practices.
3. Takes all reasonable precautions to protect students, equipment, materials, and facilities.
4. Maintains accurate, complete, and correct records as required by law and district policy.
5. Works with the administrator and serves as a liaison with counsel on select or assigned matters on confidential labor relations, employment policies, and related matters.
6. Has the ability to learn new systems and software and be able to understand and submit online reports to state and federal agencies.
7. Develops and follows a plan of self-improvement which promotes both personal and organizational goals.
8. Demonstrates professionalism and appropriate judgment in behavior, speech, dress, and manner for the work setting.
9. Demonstrates effective human relations and communication skills.
10. Reads, analyzes and interprets professional journals, state data, state standards, Board policy, administrative procedures and forms, and governmental regulations and guidance.
11. Maintains strict confidentiality.
12. Supports district/school decisions in a positive manner with the public, other staff, etc.
13. Meets requirements to maintain career education certification.

14. Performs all other duties as required or assigned.

PHYSICAL DEMANDS:

An individual who holds this position must have the ability to transmit information, in both verbal and written English, in an environment where numerous conversations and activities may be taking place simultaneously. The employee is occasionally required to stand, reach, bend, lift and carry up to ten pounds. The employee must have the ability to lift 40 pounds occasionally. Close vision ability to look at a computer screen for long periods of time is required.

CONDITIONS AND ENVIRONMENT:

The individual who holds this position will regularly work in a school environment that may be noisy and active.